

United States Environmental Protection Agency POSITION DESCRIPTION COVER SHEET		1. DUTY LOCATION Washington, D.C.		2. POSITION NUMBER <b>00055023</b>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	<i>EEO Manager</i>	<i>GS</i>	<i>0260</i>	<i>14</i>	
4. SUPERVISOR'S RECOMMENDATION	EEO Manager, National Persons w/Disabilities Employment Program Manager (PDEP)	GS	0260	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE <i>Emanuel, Christopher R.</i>			
7. ORGANIZATIONAL (give complete organizational breakdown)					
a.	U.S. ENVIRONMENTAL PROTECTION AGENCY	e.			
b.	Office of the Administrator				
c.	Office of Civil Rights	g.			
d.	Affirmative Employment & Diversity Staff	H. EPAYS Organization Code <b>12020003</b> <i>A00A0000</i>			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p><input type="checkbox"/> [S] First or Second level supervisor. An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.</p> <p><input type="checkbox"/> [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><input type="checkbox"/> [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bring about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <b>Susan Morris, EEO Manager, AE&amp;D Staff</b>		Typed Name and Title of Second-Level Supervisor <b>Karen Higginbotham, Director, OCR</b>			
b. Signature		c. Date	Signature <i>Karen Higginbotham</i>		f. Date <i>9-6-07</i>
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. * This position has no promotion potential		X If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <b>3</b>		b. Fair Labor Standards Act * Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code <b>00</b>					
d. Bargaining Unit Code		e. Check, if applicable: * Medical Monitoring Required * Extramural Resources Management Duties (% of time)		f. Signature <i>Charles F. Carter</i>	
				g. Date <i>1/10/08</i>	
11. REMARKS - State of Difference:					

**EQUAL EMPLOYMENT OPPORTUNITY MANAGER**  
(National Persons with Disabilities Employment Program Manager)  
GS-260-14

**INTRODUCTION**

(AE : D) This position is located on the staff of the Assistant Affirmative Employment and Diversity Associate Director, Workforce Diversity and Analysis (WDA) Staff, Office of Civil Rights (OCR), Office of the Administrator, United States Environmental Protection Agency (EPA), Washington, DC. The incumbent functions as the National Persons with Disabilities Employment Program (PDEP) Manager for the Agency. The incumbent advises on all matters affecting the status, employment, and advancement of disabled Americans Agency-wide, and has responsibility for ensuring that necessary specific actions are taken to provide equal opportunity for disabled Americans in EPA.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for organizing, planning, directing, monitoring, and evaluating the Agency's National PDEP. Designs Agency-wide organizational structure and systems to implement a viable PDEP. The incumbent advises management in the development of Agency recruiting plans and has direct input in determining recruitment priorities. The incumbent supplies and determines recruitment sources for disabled Americans, establishes, monitors, and evaluates applicant pools, application flow, results of referrals, actual hiring, goal accomplishment, and progress towards increasing disabled American representation and reducing underutilization. Where under representation of disabled Americans remains severe, the incumbent will provide policy guidance with respect to programs aimed at increasing the representation of disabled Americans. The incumbent will develop an annual program operations plan with the help of established advisory groups and maintain liaison with national and local, public and private organizations that are especially interested in the work of EPA's PDEP in order to assure public understanding of the Agency's program and to gain the cooperation of those groups in furthering the goals of equal opportunity for disabled Americans.
2. Advises the Office of the Administrator and the Office of Human Resources and Organizational Services in the development of the Federal Equal Opportunity Recruitment Program (FEORP) and program plan. Provides input in determining recruitment priorities; suggests recruitment sources for disabled Americans, as a part of a recruitment team. Establishes, monitors, and evaluates applicant pools. Develops employee applicant statistics, and maintains results of referrals, actual hiring, goal accomplishment, and progress towards increasing disabled American representation and reducing under utilization. Where under representation of disabled Americans remains severe, the incumbent will suggest remedies to resolve the conditions. The incumbent will work with established advisory groups and maintain liaison with national, local, public and private organizations that are especially interested in the work of EPA's National PDEP. The incumbent also provides policy guidance to the programs aimed at recruiting disabled Americans.

3. Directs and guides the PDEP Advisory Councils to ensure that the objectives of the civil rights program are met. Participates in the development and implementation of Agency-wide Affirmative Employment Program Plans. Coordinates and monitors the EPA National PDEP and ensures objectives are incorporated into the Affirmative Employment Program Plans. Provides policy guidance and assistance to Headquarters, regional, and laboratory installations in carrying out the program. Collaborates with Assistant Administrators, Regional Administrators, Laboratory Directors, and Regional Directors of Civil Rights to formulate that portion of their operating budget related to the PDEP. Orients and trains new PDEP managers, the PDEP advisory councils, and conducts an annual training session for all PDEP managers after assessing their needs. Evaluates the effectiveness of Headquarters, regional, and laboratory special emphasis programs on a continuing basis.

<sup>Assistant</sup>  
4. Advises the ~~Associate~~ Director and Director, OCR, of the problems identified as barriers to equal opportunity for persons with disabilities in the Agency and ensures conformity with Uniform Guidelines on Employee Selection Procedures. Participates in meetings with OCR management and other Agency officials to report on the adequacy of the National PDEP. Meets with the Director, Office of Human Resources and Organizational Management and his/her staff on any matters concerning persons with disabilities employment. Maintains frequent contact with Agency key officials and top management to ensure that the PDEP is an integral part of their EEO program and to provide advice and assistance in resolving key issues.

5. Maintains regular contact, both formal and informal, with EPA's PDEPMs, other Special Emphasis Program Managers and EEO personnel, and other advisory groups; provides leadership and guidance on civil rights program planning to management and others.

6. Travels to regional offices and field installations to meet with key managers to assess the civil rights program; makes improvement recommendations and provides assistance, as requested. Confers with EEO Officers when requested by the Regional Administrators and Lab Directors. Prepares briefings, talking points, and speeches for EPA's top officials on matters relating to the civil rights program, as requested.

7. Develops methods, approaches, and procedures to accomplish objectives; participates in monitoring and evaluating team efforts and provides reports on progress to EEO program and management officials. Provides guidance and training to EEO staff and provides information to other staff concerned with the Persons with Disabilities Employment Program.

8. Serves as EPA expert on persons with disabilities employment issues. Reviews all proposals for new and/or revised programs, policies and procedures impacting on the status or rights of persons with disabilities at EPA.

9. Incumbent is required to prepare and receive quarterly and annual reports from PDEPMs regarding hiring practices, training, upward mobility, promotions, and other matters related to the National Affirmative Employment Program Plan.

10. Surveys the utilization of disabled Americans in the Agency's workforce by occupation,

grade and level of authority and maintains oversight to ensure that they are adequately represented.

11. Conducts research and reviews problems in the Federal and private sectors concerning employment of disabled Americans to determine relevance to EPA practices regarding disabled employees. Maintains contact with those private sector groups which are supportive of equal opportunities for disabled Americans. Maintains contact with other National PDEP Officers throughout the Federal system.

12. In collaboration with EPA's training offices, reviews management training courses in terms of contents and process, and emphasis on persons with disabilities employment rights. Conducts technical EEO/civil rights training, as required.

**Factor 1, Knowledge Required by the Position-Level 1-8-1550 Points**

Managerial and technical equal employment opportunity knowledge and skills sufficient to plan, organize, direct, staff, carry out, and evaluate for EPA a comprehensive Persons with Disabilities Employment Program that involves:

Providing consulting services for managers at all levels to help them identify institutional barriers to equal employment opportunity for persons with disabilities, as well as to plan and carry out affirmative action;

Conducting studies, organizational reviews, and workforce analyses to identify systemic equal employment problems such as under representation in professional lines of work or agency policies and practices that may have a disparate impact on disabled employees and job applicants;

Developing recommendations involving coordinated recruitment, training, and job design efforts to solve systematic equal employment problems throughout EPA;

Developing, coordinating, reviewing, and evaluating separate National Persons with Disabilities Employment Programs in Headquarters and each regional and field office.

Knowledge and skills include:

Management skills to plan, develop, and evaluate the program and coordinate, develop, analyze, and evaluate the Federal EEO/civil rights programs throughout the Agency;

Knowledge of equal employment opportunity law, regulations, policies, and methods to advise line managers and provide direction to subordinate organizational equal employment managers;

Knowledge of EPA's mission, organizations, occupations, and work force compositions by race and other relevant bases to identify needs and determine effective courses of action;

Skills in fact finding, analysis, and problem solving to identify and define equal employment problems and to develop workable solutions; and

Knowledge of the Federal human resources system including labor relations, job evaluation, compensation, staffing, employee rights, and related personnel principles to identify equal employment opportunity problems and develop effective solutions.

**Factor 2, Supervisory Controls Level 2-5--650 Points**

The supervisor provides limited administrative direction, gives assignments in terms of broadly defined goals, and sets the limits of resources available to the program.

The employee manages the program, independently plans and executes each step of the program, and evaluates program effectiveness.

Results of work are considered technically sound. Work is reviewed in terms of achievement of broad program goals.

**Factor 3, Guidelines Level 3-5--650 Points**

Guidelines include laws, regulations, and Federal and Agency policies governing equal employment opportunity.

The Equal Employment Manager uses sound judgment in interpreting guidelines and developing the program in the context of the Agency's organizational functions. The employee is considered the Agency's technical expert on equal employment opportunity and is consulted by managers and employees.

**Factor 4, Complexity Level 4-5--325 Points**

Performs the full range of management functions including planning, directing, and evaluating EPA's PDEP activities and developing program goals to eliminate barriers to the equal employment of persons with disabilities.

The program deals with matters such as under representation of persons with disabilities in professional and managerial positions; career mobility and full utilization of skills of persons with disabilities; exploration of sources of recruitment of persons with disabilities for managerial and professional positions. It also deals with possible redesign of existing positions for which disabled Americans cannot be found in the labor market, part-time employment, child care, and supervisors and co-workers' attitudes toward persons with disabilities as workers. Advisory recommendations include action plan items designed to eliminate the underlying causes of problems and attempts to resolve individual and systemic equal employment opportunity problems.

Decisions are based on the incumbent's broad and in-depth analysis of work force and Agency policies and practices that affect employment. Decisions are made in the context of conflicts between existing management policies and practices and equal employment opportunity program requirements, and the need to set priorities due to limited available resources for the equal employment opportunity program. The work requires a high degree of judgment in establishing the direction and priorities of the program to achieve maximum results, and in deciding and recommending actions to achieve best results throughout the Agency.

**Factor 5, Scope and Effect Level 5-5-450 Points**

Manages a National Persons with Disabilities Employment Program for BPA. The purpose of the work is to eliminate barriers to equal employment opportunity, especially as they apply to disabled Americans and to identify and eliminate systemic discrimination within the Agency.

The work results in changes in the employment policies and practice of EPA and its nationwide field structure. The equal employment manager's work affects the equal employment opportunity of thousands of employees and applicants.

**Factor 6, Personal Contact Level 6-31 280 Points**

Personal contacts are with Agency top and mid-level managers and supervisors, key staff officials, union representatives, employees at all grade and pay levels, and community representatives of organizations taking a special interest in disabled Americans in the work force. Contacts are not routine. Each meeting varies as to purpose, content, and ground rules. The role and authority of participants is often unclear and must be developed during the meeting.

**Factor 7, Purpose of Contacts**

Personal contacts are to solve difficult and complex employment problems, obtain agreement and/or necessary action concerning agency employment policies, and negotiate fundamental changes in long-established Agency policies and practices affecting equal opportunity in employment.

**Factor 8, Physical Demands Level--8-1--5 Points**

The work is performed sitting at a desk as well as visits to various areas outside of the office while visiting work sites.

**Factor 9, Work Environment Level-9-1-5 Points**

The work is performed in an office setting, or while visiting office work sites. The work involves everyday risks and discomforts of an office environment and requires normal safety precautions.

**TOTAL POINTS FOR THIS POSITION**

**3915**